

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**DEPUTY PRISON WARDEN**

**JOB DESCRIPTION**

Employees in this job direct and participate in a variety of activities involving the administration of custodial, treatment, education, personnel, and business programs necessary for the operation of correctional facilities. Under general supervision, the employee works within general methods and procedures and exercises considerable independent judgement to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, laws, and regulations governing the operation of adult correctional facilities within the state, and knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classification level.

**Position Code Title - Deputy Prison Warden-3**

**Deputy Prison Warden 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Deputy Prison Warden-4**

**Deputy Prison Warden 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepare reports, and composes correspondence relative to the work.

Establishes and maintains custody, security, and control measures at a state correctional facility.

Supervises and controls the inside movement of prisoners, including initial assignment to prison units and transfers within the institution.

Implements policies and develops procedures in area of responsibility (housing, treatment, custody, or security).

Supervise the classification and orientation of new prisoners.

Reviews written communications from prisoners and interviews them regarding special or personal problems.

Assigns, coordinates, and outlines the work methods of subordinate employees.

Develops and implements procedures for educational and treatment programs based on department policies.

Represents the facility to the Department of Corrections central office, other state departments, local agencies, and the public.

Reviews job resumes of candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Plans, coordinates, and supervises leisure time activities of prisoners such as intramural and varsity sports, music, and library services.

Performs related work appropriate to the classification assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 14-level and thorough knowledge is required at the 15-level.

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Knowledge of the principles and methods of prison administration.

Knowledge of the routines, procedures, and techniques of prison work.

Knowledge of the organization and operation of a correction classification system.

Knowledge of the correction facility education and rehabilitation programs.

Knowledge of the laws, rules, and regulations of, or pertaining to, the State prison system and to the Department of Corrections.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Knowledge of employee organization contract agreements.

Knowledge of techniques of counseling and providing treatment and of the agencies and organizations contacted for this treatment.

Ability to instruct, direct, and evaluate employees.

Ability to deal tactfully and effectively with others.

Ability to maintain discipline and control over staff and residents in a correctional facility.

Ability to organize and direct a prison treatment program.

Ability to issue and enforce rules and regulations.

Ability to direct an institution program for safeguarding residents.

Ability to think and act quickly in emergencies.

Ability to make prompt decisions and interpretations in the absence of established procedures.

### **Working Conditions**

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

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### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

Two years of P11-level professional experience in providing services in an adult state corrections setting.

OR

Four years of experience as an Assistant Resident Supervisor.

### **Alternate Education and Experience**

Possession of a high school diploma or a GED Certificate and three years of experience as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13. Possession a bachelor's degree may be substituted for a maximum of one year of experience as a Corrections Shift Supervisor 13 or Corrections Security Inspector 13.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
DEPPRSWRD	Deputy Prison Warden

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Deputy Prison Warden-3	DEPWRD3	NERE-186
Deputy Prison Warden-4	DEPWRD4	NERE-188